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**MMARS Policy: Payroll**

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## **Mandatory and Voluntary Deductions: Agency Service Fees**

### **Executive Summary**

State employees, occupying a bargaining unit position, who elect not to join the union, are required, as a condition of employment, to pay Agency Service Fees. Agency Service Fees are paid to the employee's bargaining unit in lieu of regular union dues. Employees may authorize this post-tax deduction be taken from the employee's pay on a biweekly basis.

### **Considerations**

This policy applies to all Commonwealth Branches and Departments.

### **Policy**

The employee may terminate authorization for agency service fee deductions as long as the employee gives at least sixty (60) days notice in writing to his/her human resources office and files a copy with the treasurer of the union.

### **Agency Service Fees:**

- Are administered by the appropriate human resource authority for unions within its jurisdiction;
- Are required for Commonwealth employees and certain unionized contract faculty employee members appointed to a bargaining unit position who do not pay union dues;
- Are not applicable to employees assigned to positions designated as "confidential";
- Are identified through the appropriate bargaining unit;
- May be deducted in every biweekly pay period; and
- Are available on a post-tax basis.
- Employee must complete form issued by union.

### **Internal Controls**

### **Information Sources**

- Related Procedure – None
- Legal Authority
  - Massachusetts General Laws, Chapter 7A, Sections 3, 7 and 8
  - Massachusetts General Laws, Chapter 150E, Section 12
  - Massachusetts General Laws, Chapter 180, Section 17G
- Attachments - None
- Links - None
- [Contacts – CTR Help Desk](#)
  
- **November 1, 2006** – Removed language referencing Knowledge Center and updated relevant links to Mass.gov/osc portal site.